

Updating a TRAIN Account – Central Office

1. Logon to TRAIN Virginia: <https://va.train.org>
2. Click **My Account** beneath My Learning Record



3. On the **Details** tab, make sure that
 - a. Your **first** and **last name** is the same as the one on your paycheck
 - b. Your **email address** is your VDH email address
 - c. You have typed “Virginia Department of Health” in the **Organization** field

The screenshot shows the 'My Account' page with the 'Details' tab selected. The page contains various form fields for user information. Red arrows point to the 'First Name' field (containing 'Robert'), the 'Last Name' field (containing 'Bradley'), the 'Email' field (containing 'robert.bradley@vdh.virginia.'), and the 'Organization name' dropdown menu (set to 'Virginia Department of Health'). The form also includes fields for 'Middle Name', 'Bureau/ Section', 'Address 1', 'Address 2', 'City / Township / Town', 'Country', 'State / Territory', 'Zip code / Postal code', 'Telephone (daytime)', 'Telephone (evening)', 'Fax', 'Extension', 'Mobile', and 'Pager'. A legend indicates that fields marked with an asterisk (*) are required.

4. Click the **Groups** tab



5. If you have transferred from another office or district click the Remove Groups button to remove your old location groups.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal 

Selected Groups:

National/Virginia/Not a Virginia Certified EMS Provider

National/Virginia/State Agency/Department of Health/Central Office: Office of.../Public Health and Preparedness/Office of Risk Communication and Education

6. Click the State Portal Select Groups button to add your current groups.

A screenshot of the 'Groups' tab in the 'My Account' section. The page has a header with 'Details', 'Groups', and 'My Profile' tabs. The 'Groups' tab is active. The main content area contains instructions for selecting groups. It starts with a paragraph: 'Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select. To participate on one or more portals, follow the instructions below'. This is followed by a numbered list: '1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), or "CDC Portal" (Center for Disease Control and Prevention). 2. Select your groups within each portal.' Below this is another paragraph: 'The portals and groups you select will determine what TRAIN content (including courses) you can access.' Then, there is a text input field with the placeholder 'Select the state or territory in which you work, study, or reside - or select "International"'. Below this are three sections, each with a portal name, a 'Select Groups' button, and a 'No Groups Selected' status. The first section is for the 'State Portal', the second for the 'MRC Portal', and the third for the 'CDC Portal'. A red arrow points to the 'No Groups Selected' status for the 'State Portal'. At the bottom, there is a note: 'Note: You must select at least one portal.'

7. Make sure that you have selected...

- Virginia
- Whether or not you are an EMS provider
- State Agency
- Department of Health
- Central Office...
- Your current particular office

Click **Submit**.

Virginia

Assignment mode: ☒ Simple ☐ Advanced

Not a Virginia Certified EMS Provider

State Agency

Department of Health

Central Office: Office of...

Public Health and Preparedness

Office of Risk Communication and Education

Submit Close

8. If you have changed your Medical Reserve Corps affiliation click the MRC Portal Remove Groups button.

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal

Select Groups

Remove Groups

Selected Groups:

National/Medical Reserve Corps (MRC)/Region 03 (III)/Virginia/Richmond City Medical Reserve Corps

9. To add your new MRC group affiliation click the MRC Portal Select Groups button.

The screenshot shows a web interface with three tabs: 'Details', 'Groups', and 'My Profile'. The 'Groups' tab is active. The main content area contains instructions for group selection, a list of portals (State, MRC, CDC) with 'Select Groups' buttons, and a red arrow pointing to the 'MRC Portal' button. A note at the bottom states: 'Note: You must select at least one portal.'

Details Groups My Profile

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below:

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corps), or "CDC Portal" (Center for Disease Control and Prevention).
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.

Select the state or territory in which you work, study, or reside - or select "International".

State Portal No Groups Selected

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal No Groups Selected

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal No Groups Selected

Note: You must select at least one portal.

10. Select Region or Department and click **Submit**.

The screenshot shows a 'Select Groups' dialog box. It has a dropdown menu for 'Virginia', radio buttons for 'Assignment mode: Simple' (selected) and 'Advanced', and a dropdown menu for 'Select Region or Department'. At the bottom are 'Submit' and 'Close' buttons.

Select Groups

Virginia

Assignment mode: ☒ Simple ☐ Advanced

Select Region or Department

Submit Close

11. To add CDC group affiliation if none are already selected (VDH Employees are required to have a CDC group selected) click on the CDC Portal Select Groups button.

The screenshot shows a web interface with three tabs: 'Details', 'Groups', and 'My Profile'. The 'Groups' tab is active. It contains the following text:

Group Selection: As a member of TRAIN, you have the opportunity to participate on one or more of the TRAIN portals listed below. Train portals are connected and will not require you to have a separate accounts or logins. Remember that you will only need one TRAIN account for any portals you select.

To participate on one or more portals, follow the instructions below.

1. Choose the "Select Groups" button next to the desired portal, "State Portal", "MRC Portal" (Medical Reserve Corp), or "CDC Portal" (Center for Disease Control and Prevention).
2. Select your groups within each portal.

The portals and groups you select will determine what TRAIN content (including courses) you can access.


Select the state or territory in which you work, study, or reside - or select "International".

State Portal **No Groups Selected**

If you are a member of the Medical Reserve Corps, then you should select MRC Portal in addition to your state.

MRC Portal **No Groups Selected**

To access additional CDC TRAIN (Center for Disease Control and Prevention) content, and to participate in CDC-hosted communities of practice, you should also add the CDC Portal.

CDC Portal **No Groups Selected** 

Note: You must select at least one portal.

12. Upon completion of the CDC group selection, click **Submit**.

The screenshot shows a dialog box titled 'Select Groups'. It contains a dropdown menu labeled 'Select Community of Practice' with a downward arrow. At the bottom of the dialog box, there are two buttons: 'Submit' and 'Close'.

13. Click on the **My Profile** Tab

14. Select **Virginia Attributes** from the drop-down menu

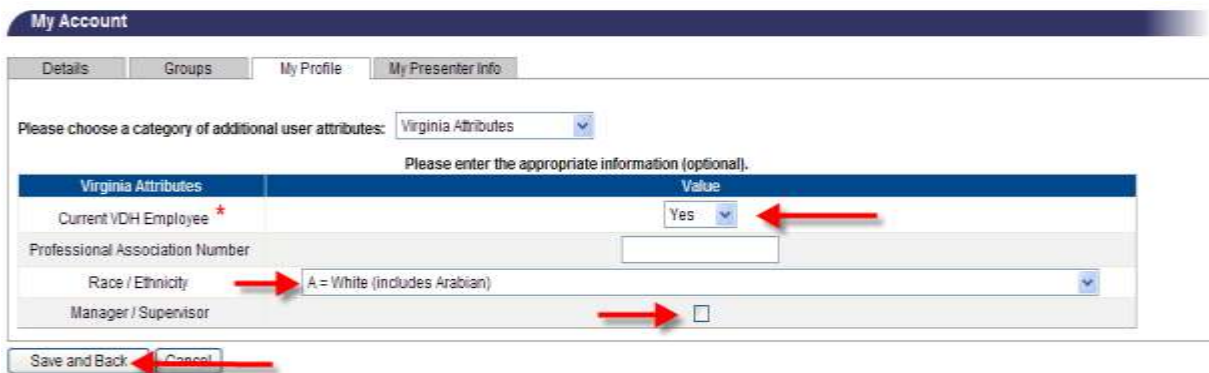


The screenshot shows the 'My Account' page with tabs for 'Details', 'Groups', 'My Profile', and 'My Presenter Info'. Below the tabs, there is a label 'Please choose a category of additional user attributes:' followed by a dropdown menu. The dropdown menu is open, showing 'Virginia Attributes' as the selected option. A red arrow points to the dropdown menu.

15. Make sure the Value beside “Current VDH Employee” is **Yes**

16. Make sure you select your “Race/Ethnicity”

17. If you are a manager or supervisor check the box for “Manager/Supervisor”



The screenshot shows the 'My Account' page with the 'Virginia Attributes' form. The form has a table with two columns: 'Virginia Attributes' and 'Value'. The first row is 'Current VDH Employee *' with a value of 'Yes'. The second row is 'Professional Association Number' with an empty text box. The third row is 'Race / Ethnicity' with a value of 'A = White (includes Arabian)'. The fourth row is 'Manager / Supervisor' with an unchecked checkbox. Red arrows point to the 'Yes' value, the 'A = White (includes Arabian)' selection, and the 'Save and Back' button. The 'Save and Back' button is located at the bottom left of the form.

18. Click **Save and Back**